

**Subject:** Changes to the Leave Accrual Process in SCEIS Effective June 1, 2012

**Audience:** HR Directors, All State Employees

Last week, the State Human Resources Division distributed a communication announcing changes to the annual and sick leave accrual process in SCEIS, effective June 1, 2012. Leave accrual process changes are outlined on this page, and followed by several detailed examples. The following pages also explain how the accrual process changes will affect the leave submission process, how the system will handle it when employees exceed target hours and how the system will process holiday compensatory time compensation.

***Please share this information with all employees in your agency as appropriate to ensure they understand how their leave accruals will work going forward.***

### **Old SCEIS Process**

The system looked at the number of days in the month and once an employee was in a paid status for half of the days in the month, the system would give the employee his or her monthly accruals.

### **New SCEIS Process**

The system looks at the employee's Work Schedule Rule (WSR), including any Shift Substitutions, to calculate the total number of hours that an employee is scheduled to work each month (each month is analyzed separately). Once the employee reaches half of the total scheduled hours for the month in paid status, the system will give the monthly accruals. *Examples follow on next page.*

### **How This Affects Employees**

- **Exempt employees** – Unless there is unpaid leave entered and approved in the system prior to the monthly accrual date, exempt employees will automatically accrue their leave once half of their monthly scheduled hours have been met. If unpaid leave is entered and approved after the accruals have been received for a date prior to the accrual date, the employee's accrual date may be adjusted by the system depending on the number of hours of the unpaid leave entry.
- **Non-exempt employees** – Accruals depend solely on the working time and/or leave types that have been entered *and approved* as compared to the employees' number of scheduled hours for the month. If the employee does not enter time or leave and it is not approved, the employee will not accrue leave.
- **New employees hired on the 17<sup>th</sup> of a month** could accrue leave in their first month of employment if:
  - Non-exempt – they record working time between the 17<sup>th</sup> and the end of the month in the amount of at least half of the *entire* month's scheduled working hours (working time must be approved by the supervisor to receive accruals).
  - Exempt – the employee's WSR designates work hours in a way that at least half of the *entire* month's scheduled working hours are worked between the 17<sup>th</sup> and the end of the month (and no unpaid leave is entered and approved between the 17<sup>th</sup> and the end of the month).
- **Employees who have a WSR that designates work hours for every day of the month:**

- Non-exempt – the employee will accrue leave in the system after they truly earn it if Shift Substitutions are not properly maintained in a timely fashion.
- Exempt – the employee will accrue leave in the system before they truly earn it if Shift Substitutions are not properly maintained in a timely fashion.
- **Employees who need to have Shift Substitutions applied to their records** will have their accruals adjusted according to their WSR in combination with any applicable Shift Substitutions.
  - Reminder: Shift Substitutions should be made prior to the date of substitution when possible.
- **Employees with academic schedules** should have Academic Break Work Schedule Rules and Academic Start and Academic End dates in IT0041 properly maintained in order for accruals to be applied appropriately.

## Leave Accrual: Detailed Examples

### EXAMPLE 1

ES grouping	1	DWS grouping	10	Monthly hours	222.00
Holiday Calendar ID	8C	Period work schedule	RT49		
PS grouping	43	Work schedule rule	R53-RT50		
Valid		June	2012	Chngd 07/18/2011 SCHUMLEY	
Work Schedule					
D	SU	HC	D	MO	HC
D	TU	HC	D	WE	HC
D	TH	HC	D	FR	HC
D	SA	HC			
01			02		
03	04	05	06	07	08
09	10	11	12	13	14
15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30		

Restart: Month  Day  in year

Employee A is a non-exempt employee who works 24 h and 10 h shifts throughout the month. The system calculates the accrual date as follows:

1. 24h/day x 8 days = 192h; 10h/day x 3 days = 30h; 192h + 30h = 222h total scheduled for the month
  - 222 / 2 = 111 hours that the employee must be in paid status before accruals are received

2. Employee enters working time and paid leave in a timely manner for the month according to the WSR.
3. Employee reaches 111 hours (working time and paid leave entered and approved) and receives accruals on June 16.

Example 1 Outcome:

- If the working time and leave is not entered, or entered but not approved, and June 16 passes, the employee will not receive accruals. Accruals will not be added in the system until working time and leave is entered and approved for non-exempt employees.
- If working time/paid leave is entered timely, but not approved until June 21, then the non-exempt employee will receive the accruals in the system on June 22 after Time Evaluation picks up the approval. The system will show that the leave was earned on June 16.
- An exempt employee in this scenario would receive accruals on June 16 unless any unpaid leave was entered and approved for a date prior to the monthly accrual date.

## EXAMPLE 2

ES grouping	1	DWS grouping	10	Monthly hours	157.50
Holiday Calendar ID	SC	Period work schedule	DRG1		
PS grouping	27	Work schedule rule	D375RG01		

  

Valid	June	2012	Chngd 07/18/2011	SCHUMLEY
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Work Schedule																				
D	SU	HC	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC
																01			02	
																75D1			OFF	
03				04			05			06			07			08			09	
	OFF			75D1			75D1			75D1			75D1			75D1			OFF	
10				11			12			13			14			15			16	
	OFF			75D1			75D1			75D1			75D1			75D1			OFF	
17				18			19			20			21			22			23	
	OFF			75D1			75D1			75D1			75D1			75D1			OFF	
24				25			26			27			28			29			30	
	OFF			75D1			75D1			75D1			75D1			75D1			OFF	

  

Restart:	Month	Day	in year
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Employee B is an exempt employee who works Monday – Friday for 7.5 h each day throughout the month. The system calculates the accrual date as follows:

1.  $7.5\text{h/day} \times 21 \text{ days} = 157.5\text{h}$  scheduled for the month



- ### Example 2 Outcome:

- ### EXAMPLE 3

Employee C is an exempt employee who works a compressed work schedule of 8.33h each day with every other Monday off each month. The system calculates the accrual date as follows:

- Example 3 Outcome:

- A non-exempt employee with this WSR would accrue on the same day assuming that all working time and paid leave has been entered and approved in a timely manner.
- If the above exempt employee enters 8.33h of Leave Without Pay on June 8 (or any other day in June prior to the 15<sup>th</sup>) the system would adjust the accrual date to reflect June 18<sup>th</sup>.

**Leave Submission Process****Old SCEIS Process**

Employees with low leave balances (including Compensatory Time) could wait until after the accruals were received and go back and enter leave for a date prior to the accrual date (when employee did not have enough leave or compensatory time to cover the requested period of leave) and system would accept the entry.

**EXAMPLE:** John Doe has 6.5 hours of sick leave available on May 7, he is scheduled to work 8.33 hours that day, but was out sick for the entire day. Mr. Doe accrues leave on May 16 and enters 8.33 hours of sick leave for May 7 on May 17 when he truly only had 6.5 hours available to use on May 7. The system would accept this entry.

**New SCEIS Process**

Employees with low leave balances (including Compensatory Time) will not be able to wait until after the accruals are received and go back and enter leave for a date prior to the accrual date (when employee had too little leave or compensatory time to cover the requested period of leave). The system will give a hard stop when attempting to complete the leave entry.

**EXAMPLE:** John Doe has 6.5 hours of sick leave available on June 7, he is scheduled to work 8.33 hours that day, but was out sick for the entire day. Mr. Doe accrues leave on June 15 and attempts to enter 8.33 hours of sick leave for June 7 on June 18 when he truly only had 6.5 hours available to use on June 7. He will receive a hard stop from the system and will not be able to enter more than 6.5 hours of sick leave for his absence on June 7.

**Exceeding Target Hours****Old SCEIS Process**

System allowed employees to enter combinations of working time and leave that totaled more than their target hours for the day.

**New SCEIS Process**

System will give hard stop when leave entries and/or working time entered total more than target hours for the day.

**EXAMPLE:** Jane Smith is a Non-exempt employee scheduled to work 7.5 hours per day. Jane enters 5 hours of working time on June 1 and then attempts to enter 3 hours of annual leave for the same day. The system will give a hard stop letting the employee know that absence hours entered take her over her target hours for the day.

For Exempt employees, a hard stop will be given by the system if s/he attempts to enter multiple leave requests for the same day that total more than the target hours for that day.



### **Holiday Compensatory Time Compensation Process**

The process for compensating unused Holiday Compensatory (Holiday Comp) time will change effective June 1, 2012. Below, you will find outlined the major changes of which agencies need to be aware.

#### **Old SCEIS Process**

Unused Holiday Compensatory time was compensated by the system upon the expiration date by adding a separate line in PT50, Quota Overview, showing a negative amount for the unused leave on the expiration date.

Upon separation of an employee from an agency, the Master Data Maintainer had to manually pay out (non-exempt) or forfeit (exempt) the unused Holiday Comp time using Infotype 0416, Time Quota Compensation, as it appeared during the action.

#### **New SCEIS Process**

Unused Holiday Comp time will be compensated by the system upon the expiration date by automatically creating an entry in IT0416 and moving the amount in the "Remaining" column in PT50, Quota Overview, to the "Compensated" column on that same line for the expiring instance of Holiday Comp time.

Upon separation of an employee from an agency, the system will automatically pay out or forfeit the unused Holiday Comp time by creating IT0416. Any other leave types will still need to be manually compensated during the separation action.

Human Resources will remain responsible for manually creating the Holiday Comp compensation in IT0416 for situations in which an employee is transferring to another agency or moving between position types and must be compensated for leave. From June 1, 2012 forward, the creation of IT0416 for unused Holiday Comp time will be different and training materials are forthcoming for this functionality.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.